



Wardens and Vestry Training
Church of the Messiah
Winter Garden, FL
February 29, 2020
10:00a – 3:00p



Schedule:

10:00-11:00a

Session One- Toto, we're not In Kansas anymore

Life in the Church/Vestry in a post-christian era)

11:00-11:15a

Break



11:15-Noon **Session Two – Follow the Yellow Brick Road- Life in OZ**

Noon-12:30p

Noonday prayer/Lunch



12:30-1:25p **Session Three – Tornado, Fighting trees, flying Monkeys, wicked witches- Ministry Obstacles**

1:25-1:35p

Break



1:35-3:00p **Session Four- Scarecrow, Tin Man or Cowardly Lion- What we learn from each, it takes brains, heart and Courage**
Questions and answers

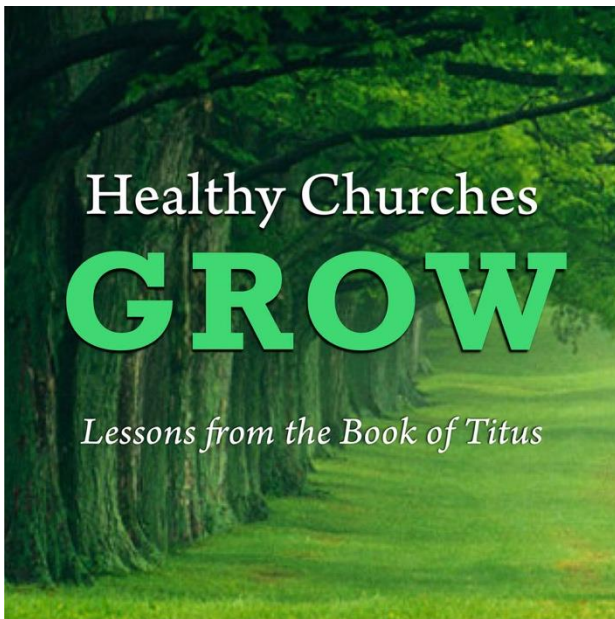


3x5 cards on the tables- write down questions, problems, concerns that you would like to have answered or responded to in this (or future sessions)



Save the Date:

Healthy Churches grow-
2020 Congregational
Development
Good Shepherd Episcopal
Church, Maitland
Saturday, May 16, 2020
Co-led by Canon Justin
Holcomb, Canon Scott Holcombe, Canon Daniel Smith





10:00-11:00a Session One- Toto, we're not In Kansas anymore Life in the Church and Vestry in a post-Christian era)

- Many of our clergy were trained by seminary models that no longer work
- Many of our buildings are way too large for our current congregational size
- Current costs of seminary education, basic clergy salary and benefits packages outweigh many church's ability to afford a full time clergy
- Our graying church means many of our members have slipped from

Leaders and Do-ers to sitters!

- Reserves are dwindling and costs are rising- many of our buildings are no longer possible to maintain on current congregational income



Looking realistically at the challenges of the church in 2020

Of our 83 churches in the Diocese of Central Florida

- 24 congregations have posted NO growth in the past 5 years
- 435 Largest Sunday Attendance- St George's in the Villages
- 38 of our congregations have fewer than 100 ASA
- Currently we have 11 missions and 7 Aided Parishes
- From 2008-2018 Our worship attendance has dropped from 32,100 to 27,300

Nationally: The Episcopal Church From 2013- 2018

- active baptized members in the church's domestic dioceses declined 10% to 1.7 million.
- Sunday attendance is down 13 percent.
- There are 175 fewer parishes and missions reporting parochial data than in 2013.
- However, the average pledge has been increasing each year.

What would it take to turn around National Episcopal statistics?

TEC has approved more than \$8 million to start new congregations and regional ministries from 2013 through 2021.

86 new ministries were planted from 2012 to 2017



This is a start- but we can't keep doing what we have done all along-
 It is going to require different thinking
 Different strategies
 Different ways of doing church
 Different types of leadership
 And different gifts of leaders- both clergy and laity



Imagine a Continuum- plot the clergy, then plot where the vestry reside

Model of most Churches in a Christian Era operate under a dynamic of		Healthy Churches in a post-Christian Era Are about...	
Management	Maintain Status quo	Leadership	Where is God calling us
Plan	Stabilize, stop the bleeding	envision	What are the possibilities
Organize	Compartmentalize/ Form committees/ request permissions	Engage/empower	Synergy/form mission teams, task forces, Equip and Commission
Fund	Raise budget- theology of scarcity	Asset management	People, gifts, facilities, of yes, and money!
Staff	For guidance and supervision	Staff	For teaching, mentoring, equipping
Control	Mandatory, risk averse	Risk tolerant	Take leaps of faith
Evaluate	Minimal tweaking	celebrate	Accomplishments
Repeat	Because we've always done it that way...	Continuous quality improvement	That was great- what's next?
Program	Is for church members	Mission	Is to the neighborhood/world

Important things that you need to know about the Vestry from the Diocesan Canons

1	Annual Meeting is when	Within 60 days (on or before January 31 st)	Set by Rector with approval of vestry
2	How many on the Vestry	No fewer than five (ed. Most 9-12)	Determined by parish articles of incorporation/by laws
3	Vestry eligibility	May not be employed or engaged by the parish, may not be the spouse or immediate family member of any person employed/engaged by the parish TEC Canon 14- mode of selection, number and term of office	Exclusion does not apply to the Rector/vicar who is a member of the vestry Deacons shall be deemed as engaged by the parish Clergy actively involved in ministry of the parish shall be deemed engaged by the parish
4	What if no one is elected	Continue in office until successors are elected/qualified or until removed from office- with or without cause- this requires a vote or agreement in writing by a majority of all members of the parish entitled to vote- (called parish meeting) and the notice of this meeting to recall a member or members of the Vestry must state the purpose of the meeting and the specific members sought to be removed- must be done by separate vote for each person to be removed. If removal is voted and passed, the vacancies created shall be filled by members at the same meeting	
5	Removal of a vestry person	<ul style="list-style-type: none"> • May be removed from office- with or without cause- • May be removed by the members of the parish: this requires a vote or agreement in writing by a majority of all members of the parish entitled to vote- (called parish meeting) and the notice of this meeting to recall a member or members of the Vestry must state the purpose of the meeting and the specific members sought to be removed- must be done by separate vote for each person to be removed. If removal is voted and passed, the vacancies created shall be filled by members at the same meeting • May be removed by a 2/3 vote of the Vestry, with consent of the Rector and Ecclesiastical Authority 	

		<ul style="list-style-type: none"> • If removed, ineligible to stand for re-election until the next annual meeting • If removed, the former vestry person shall turn over any and all records of the vestry in his/her possession 	
6	If vestry vacancy occurs	<ul style="list-style-type: none"> • Rector shall appoint successor with the consent of the remaining members of the vestry- this person. This appointee shall serve until the next annual meeting 	
7	Senior Warden	Appointed by Rector, must be 18+ and confirmed communicant in good standing	Annual (or term set by parish)
8	Junior warden	Elected by vestry	Annual (or term set by parish)
9	Secretary	<ul style="list-style-type: none"> • Elected annually • Take and record the minutes of the vestry proceedings • Attest the public acts of the vestry • Preserve all records and papers belonging to the parish • Perform other duties as shall be legally assigned • Faithfully deliver to the successor all books and documents belonging to the parish • Does not have to be a member of the vestry 	
10	Treasurer	<ul style="list-style-type: none"> • Elected annually to perform the duties incumbent on the office • Shall be bonded in a suitable amount • Books and accounts shall be audited annually (or at any time the vestry so directs) • May be the same person as the Secretary • Does not have to be a member of the vestry 	
11	Wardens (both implied)	Take charge of the property of the church, see that all things are provided for orderly worship	
12	Vestry duties	<ul style="list-style-type: none"> • Take charge of the church property • Keep church property fully insured • To prepare a budget providing for the necessary requirements and expenditures of the parish • Regulate all temporal concerns • To elect(and with approval of Bishop) and to call a rector • To provide for the rector's maintenance • To keep order in the church during worship • Act as helpers to the rector (as laity for the welfare of the church) 	

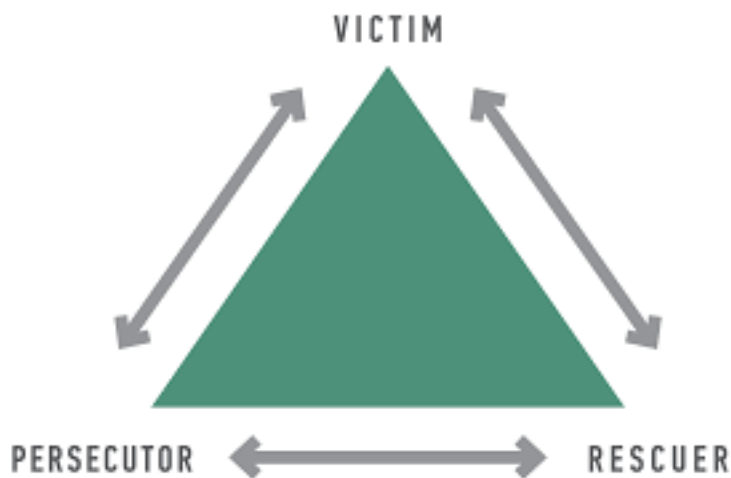
13	Vestry meetings	<ul style="list-style-type: none">• Shall be held annually (to receive reports of officers and committees, pass on the same , to turn over the affairs of the parish to the newly elected vestry• May have other meetings at regular times, or when called by the Rector, senior warden(in Rector’s absence) or at the request of two vestry persons• The Bishop (ecclesiastical authority) may call a vestry meeting (and preside) at any time• Only members present in person (or present by 2 way electronic voice or voice/video may vote at a meeting• No proxy votes allowed, no vestry person may cast the ballot of another vestry person• Open to all of the members of the parish	
14	Executive session meetings during regular vestry meetings	<ul style="list-style-type: none">• May be held for personnel matters or• With the consent of the Bishop (ecclesiastical authority)	
15	Called special meeting of the corporation- agenda must be announced and stuck to!	at least 30 days notice	Ecclesiastical authority may shorten (but not less than ten days)
16	Who can vote	-16 years or older -Enrolled in parish register -Faithful in worship past year -Faithful in working, praying, giving in previous year	If someone’s eligibility to vote is challenged- Rector or senior warden appoints a committee of 3 shall determine eligibility- this decision is final/binding
17	Absentee ballots allowed?	If by illness or physical condition	Must receive prior written approval by Bishop or Bishop’s designee
18	RECTOR	<ul style="list-style-type: none">• Shall preside at meetings (or designee appointed)• Spiritual concerns of the parish are under the exclusive direction of the rector, subordinate to the Bishop and the Constitution and Canons• If removed or suspended, the rector ceases to be a member of the vestry or church committee. Bishop may suspend elections, fill vacancies, and may appoint a senior warden, until in the Bishop’s discretion such actions are no longer necessary	

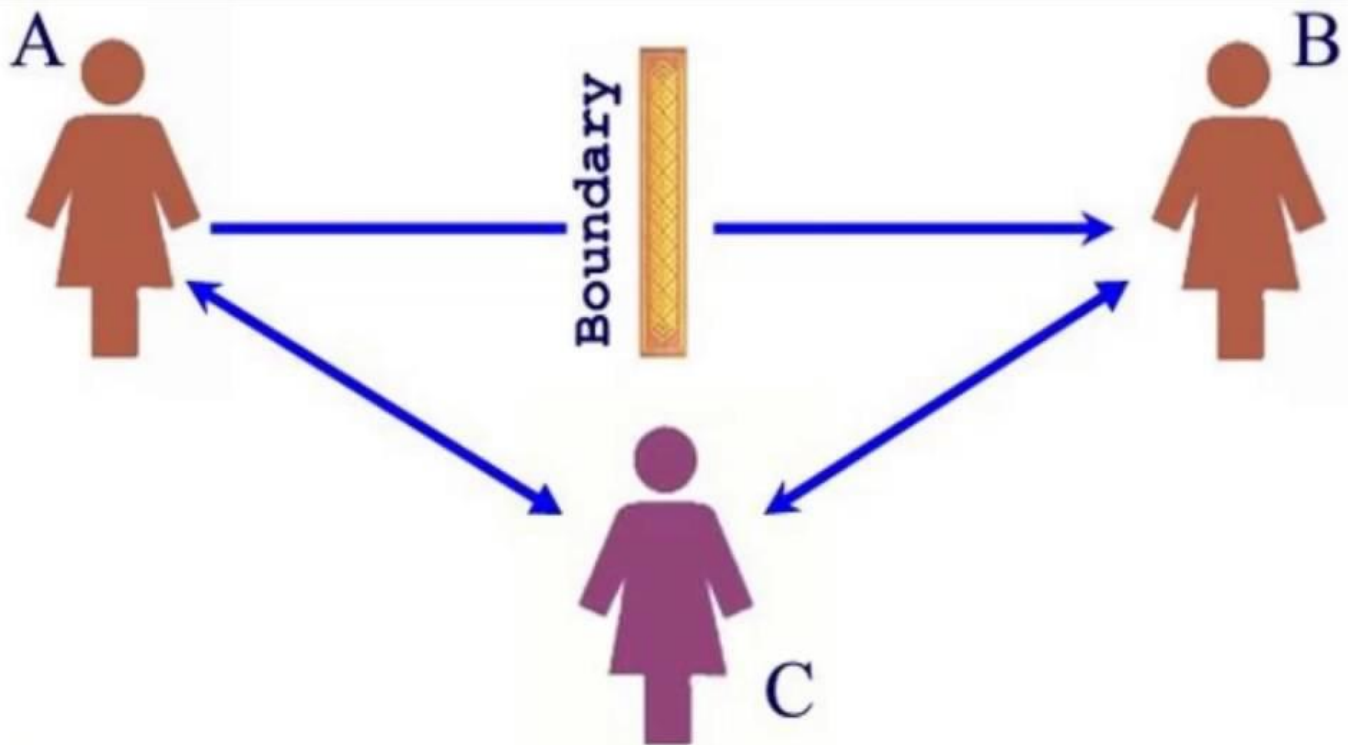
Considerations to enhance/ improve Rector/vestry/congregational communication and satisfaction

- 1. In addition to the wardens, have each vestry person responsible for one area of your congregational life:** lock/unlock the buildings, make the coffee, schedule the servers at the altar, keep up with vestry/clergy birthdays, coordinate October-clergy appreciation month, recruit cooks for pancake supper, arrange a work day, fold bulletins, solicit articles for parish newsletter, pick up supplies for nursery or kitchen, etc)
- 2. Hold quarterly parish meetings-** focusing on one or two areas of ministry each quarter, let folks know what is going on, what you need from them, listen to cares and concerns
- 3. Hold Feedback/Feed-forward meetings** (best in concert with a parish lunch/dinner meal. Get someone to take notes and transcribe them
- 4. Each month highlight a vestry member in parish communication-** how did they get to your congregation, why did they stay, what are their hopes/dreams?

5. **Provide teaching/training on how to recognize, respond and deal with triangulation-** the torpedo aimed at destroying your congregation/clergy!

Triangulation is a manipulation tactic where one person will not communicate directly with another person, instead using a third person to relay communication to the second, thus forming a triangle.





Triangulation occurs when person A has a boundary that person B does not want to respect. To get around the boundary, person B establishes a relationship with a third person C who is close to person A and uses that person to get "inside" with person A by proxy, hence violating the boundary.

2020 CLERGY COMPENSATION GUIDELINES Diocese of Central Florida

Credited Years of Service up to	Average Attendance					
	100	100-150	151-200	201-250	251-300	301-350
0	65,350	68,350	71,350	74,350	77,350	80,350
5	69,350	72,850	76,350	79,850	83,350	86,850
10	73,350	77,350	81,350	85,350	89,350	93,350
15	77,350	81,850	86,350	90,850	95,350	99,850
20	81,350	86,350	91,350	96,350	101,350	106,350
25	85,350	90,850	96,350	101,850	107,350	112,850
30	89,350	95,350	101,350	107,350	113,350	119,350
35	93,350	99,850	106,350	112,850	119,350	125,850

Diocesan Policy Regarding Lay Pensions Adopted unanimously by the Diocesan Board April 21, 2011, Amended September 20, 2012

Be it resolved, in reference to General Convention Resolution A138 adopted by the 76th General Convention of The Episcopal Church and with Title I, Canon 8 of the Episcopal

Church, the Diocese of Central Florida requires **all Parishes, Missions or other ecclesiastical organizations or bodies subject to the authority of the Church, to adopt a lay employee pension system for employees who work a minimum of 1,000 hours annually** in accordance with the following principles:

- The lay employee pension system shall provide benefits that shall include defined benefit plan(s) and defined contribution plan(s);
- If a defined benefit plan is selected, the employer assessment and/or contribution shall be not less than nine (9) percent of the employee's compensation; if a defined contribution plan is selected, the employer shall contribute not less than five (5) percent of the employee's compensation and match at least four (4) percent of the employee's contributions.
- Existing defined benefit plans will be permitted to continue as long as their plan design delivers pension benefits not less than the pension benefits required by this Resolution, as determined by the plan administrator. If the plan does not provide the pension benefits required by this Resolution, such plan shall be amended to provide for such pension benefits no later than January 1, 2013.
- The lay employee pension system shall be designed and administered by the Trustees and officers of The Church Pension Fund; the investment managers of the system shall initially include, but not necessarily be limited to, The Church Pension Fund and, in the case of a defined contribution plan offered to school employees, TIAA-CREF;
- The minimum contribution that such schools must make to a defined contribution pension plan for each qualified employee is identified by the following table:

Diocese of Central Florida - 2020 Minimum Package Analysis (using Diocesan Std Health Insurance Plan: Cigna Open Access Plus PPO 80)

	Insurance Level			
	Employee Only	Employee + Spouse	Employee + Child(ren)	Family
Compensation:				
Compensation (Stipend+ SE Employment Offset+ Housing Allowance)	65,350	65,350	65,350	65,350
Benefits:				
Health Insurance - Single Level Coverage on Dio Std Plan: Cigna Open Access Plus PPO 80	9,756	9,756	9,756	9,756
Health Insurance Adjustment for Coverage above Single Level (85% of diff vs single level premium) ¹ (Optional)	-	8,268	6,610	16,536
Pension: 18% on Compensation + Health Insurance Adjustment ²	11,763	13,251	12,953	14,739
Diocesan Group Life/AD&D Insurance ³ (Optional)	360	360	360	360
Dental Insurance - Cigna Basic Dental PPO (Optional)	648	1,296	1,164	1,944
Accountable Reimbursement budget for Business miles driven ⁴ (Negotiable)	2,400	2,400	2,400	2,400
Continuing Ed (Negotiable)	500	500	500	500
Total Benefits	25,427	35,831	33,743	46,235
Total Compensation & Benefits	90,777	101,181	99,093	111,585

¹ The Denominational Health Plan (DHP) canon requires parity between all employees starting 1/1/2016 in regards to health benefits. For that reason, the Diocese adopted a policy that employers provide at least 100% of the premium for single level coverage for all employees who are scheduled to work at least 1500 hours/year. This compensation adjustment for health insurance above the single level helps employees who had insurance above the single level as a benefit prior to the parity provision to buy up to whatever level of coverage they need while maintaining the same cost that their church would have incurred if the DHP Canon didn't include the parity provision. It is also useful to employees coming into the Diocese who need insurance above the single level and have such an adjustment included in their letter of agreement. The adjustment is basically equal to 85% of the single level coverage and whatever higher level coverage the person needs.

The Health Insurance Adjustment is deducted PRE-TAX from the clergy person's paycheck via a Section 125 Cafeteria Plan. So the employer pays for single level coverage and the clergy person pays the difference between single and whatever level of coverage they need. 85% of that difference is covered by the Health Insurance Adjustment and the remaining 15% is the responsibility of the clergy person. The use of the Section 125 Cafeteria Plan eliminates any tax consequences and this arrangement enables the congregation to be in compliance with the DHP Canon.

² If the clergy person will be living in employer-provided housing (a physical residence that is owned or rented directly by the employer, such as a rectory) there will be an additional pension assessment. The additional assessment will be 30% of the sum of: base salary (excluding housing) and scheduled taxable cash payments; cash housing allowance and/or utilities; employer contributions to a qualified or non-qualified plan; and one-time payments or, if higher, 30% of the Hypothetical Minimum Annual Compensation, which was \$18,200 yr / \$1,500 per month for 2019 (2020 figure not available yet).

³ This is a \$50,000 Diocesan Group Life & AD&D** Policy. The Clergy Pension plan, whose assessments are paid by the congregation, includes a \$150,000 policy. Hence this benefit being OPTIONAL.

⁴ 2019 IRS Standard Mileage rate allowance = \$.58 cents per mile. \$2,400/.545=344 business miles per month / 4,138 miles per year. 2020 rates are not published yet.

Annual Figures	Single		Employee + Spouse		Employee + Child(ren)		Family	
	Dio Std Plan	HDHP Plan	Dio Std Plan	HDHP Plan	Dio Std Plan	HDHP Plan	Dio Std Plan	HDHP Plan
Single Coverage Premium	9,756	8,124	9,756	8,124	9,756	8,124	9,756	8,124
Compensation Adjustment*	-	-	8,268	6,885	6,610	5,512	16,536	13,769
Pension on Comp Adjustment	-	-	1,488	1,239	1,190	992	2,976	2,479
Employer contribution to HSA	-	1,632	-	3,264	-	2,928	-	4,896
Total Cost	9,756	9,756	19,512	19,512	17,556	17,556	29,268	29,268

Compensation of Supply Clergy – Advisory Guidelines

An item frequently overlooked in the budget process is the compensation of supply clergy. If a budget allowance for this is included up front, you won't be pushed to provide this compensation when vacation time rolls around.

Mandatory fee schedules for supply clergy are inappropriate. Such fees should remain subject to negotiation based on individual circumstances. The following advisory guidelines are a frame of reference for both clergy and congregation.

One Sunday Service with sermon \$175

Two Sunday Services with sermons 225

One Midweek Service, no sermon 75

Plus mileage at IRS rate 57.5 cents/mile

Manual of Business methods in Church affairs (Episcopal Business Manual) can be found in its entirety for free at

<http://www.cfdiocese.org/wp-content/uploads/2019/06/Diocese-of-Central-Florida-Audit-Program-for-Congregations-with-Plate-Pledge-Income-over-300k-1-1.pdf>

The Diocesan Constitution and Canons may be found at

<http://www.cfdiocese.org/wp-content/uploads/2018/01/CONSTITUTION-CANONS-2018.pdf>

The National Constitution and Canons of the Episcopal Church may be found at

<https://extranet.generalconvention.org/staff/files/download/23914>

Every congregation in the Diocese is encouraged to have a disaster plan- want to get started? see

<http://www.cfdiocese.org/disaster-plan/>

Communications

AMBO – Email communications for diocesan/congregational leaders throughout the diocese- to be added to the AMBO list contact eperez@cfdiocese.org

The Diocesan Website is <http://www.cfdiocese.org>

Social Media – to link up with us on facebook

<https://m.facebook.com/Episcopal-Diocese-of-Central-Florida-106276516774/>

Twitter us @cfdiocese

Episcopal Church Foundation Vital Practices – great monthly email for issues facing vestries- free service- but you must sign up for it! <http://www.ecfvp.org>

Stewardship resources - TENS – The Episcopal Network for Stewardship <http://www.tens.org> (go to “Member Resources” for user name “**Mission**”

For password “**Everything**”

Guidelines for Clergy Discretionary Funds

<http://www.cfdiocese.org/guidelines-for-clergy-discretionary-funds/>

1	Source:	The Alms and Contributions typically from one Sunday in each calendar month, and other offerings for the poor, or a set amount budgeted by the Vestry for clergy discretionary use
2	If no rector	the Vestry shall designate a member of the Parish to fulfill this function."
3	Ownership	Belongs to the church, in the name of the Church, so designated by corporate resolution of the vestry, using the church's FEIN #, the account should not include any personal name.
4	# of signers	At least two other persons authorized to sign (in absence of clergy person- typically Senior Warden and Parish treasurer) in no case should the clergy spouse be a signer on this account
5	Confidentiality	Expenditures from the funds are at the sole discretion of the clergy; no authorization or "second signature" is appropriate. There should be some notation on the check and/or check register designating "gas help, food assistance, utility help, etc)
6	Departure of the Rector	As a church account, the Clergy Discretionary Fund's assets remain with the parish or mission upon the departure of the member of the clergy who has been administering it.
7	Not to be used for business or personal expenses	The Discretionary Fund is principally a vehicle for providing assistance to persons in need. Miscellaneous expenses of ministry shall be reimbursed from a line item in the church's budget titled "Professional Expenses" and thereby segregated from ministry funds.
8	Clergy should not reimburse themselves by RDF check-	When reimbursement to a member of the clergy is made from the Discretionary Fund, it is good policy (but not obligatory) that the check be signed by one of the lay officers authorized rather than by the clergy reimbursed.
9	Clergy family members excluded	Immediate family members of clergy should not receive assistance from a clergy family member
10	Post on w-2 or not?	Honoraria from weddings, funerals, and the like may either be received as contributions to the Discretionary Fund or as personal income of the clergy person. The decision as to where such honoraria are placed is at the sole discretion of the clergy person.
11	Cash receipt if possible	A cash receipt should be signed by the recipient at the time of assistance, said receipt to be part of the clergy records.
12	Type of records to be kept	A contemporaneous and careful journal of expenditures from the Discretionary Fund should be kept, showing the nature, date, and amount of each transaction and noting the ministerial purpose thereof. Such notes along with complete bank statements will be required at the annual audit.
13	Annual audit	The Rector, in consultation with the Vestry, shall designate the person(s) responsible for conducting the audit of the Discretionary Fund.
14	If endowed	If a Discretionary Fund is endowed, control of the principal remains with the Vestry or other designated Trustees.
15	Review	The Vestry shall establish review procedures for the Discretionary Fund.

Continuing Education Policy for Deacons and Priests

In accordance with National Church Canons (III 7.5 and III 9.1) the Bishop and Commission on Ministry are charged with the responsibility of developing standards and providing opportunities for the continuing education of deacons and priests in their respective dioceses. Clearly implementing these standards is for your personal benefit as well as being beneficial for the entire church. The Institute for Christian Studies (ICS) and the Clergy Events Committee will make every effort to provide opportunities for continuing education.

- **All full-time, stipendiary priests shall take 24 Contact Hours of Continuing Education annually.**
- **All active deacons shall take 12 contact hours of Continuing Education annually.**

Accountability

A Continuing Education Report Form will be provided by the Diocese to list the Continuing Education activities of the previous Calendar year, and will be due in the Diocesan Office by May 1.

ALCOHOL POLICY

1. **All applicable, federal, state, and local laws should be obeyed**, including those covering the serving of alcoholic beverages to minors.
 2. **Alcoholic beverages and food containing alcohol must be clearly labeled as such.**
 3. **Whenever alcohol is served, non-alcoholic alternatives must always be offered** with equal attractiveness and accessibility.
 4. The service of alcoholic beverages at Church events **should not be publicized as an attraction to the event.**
 5. **Drunkenness is not condoned as acceptable behavior.**
 6. **The group or organization sponsoring the activity or event at which alcoholic beverages are served, must have permission from the Parish for this plan.** Such groups or organizations must also assume moral responsibility for those persons who might become intoxicated..
 7. **Recognizing the effect of alcohol as a major mood-modifying drug, it would be advisable to consider the nature of the function at which alcoholic beverages are proposed to be served**
 8. **Chemical use**, other than alcohol, is clearly controlled under federal, state, and local laws, and as such, **should be forbidden at any Church function.**
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Sabbatical Policy

is included in every Letter of Agreement, generally every 7 years, but it involves funding, planning, coordinating responsibilities and learning objectives for clergy and congregation- so don't wait till year 6 to begin the work!

http://www.cfdiocese.org/wp-content/uploads/2015/02/sabbatical-policy_0.pdf

Risk Management and Anti-Racism training

VESTRY CERTIFICATION

We the undersigned Vestry Members of _____, _____ have reviewed all Risk Management Policies of the Diocese of Central Florida (**Prevention of Child Sexual Abuse, Exploitation and Harassment**) and certify that we understand the policies and are in compliance with them or are moving toward full compliance. We further certify that **we have received a copy of the “Anti-Racism Training” booklet** and will strive to help dismantle the structures of racism and sensitize those who embrace such structures to see the face of God in the people of God.

<http://www.cfdiocese.org/wp-content/uploads/2015/02/Vestry-Certification.pdf>

LETTER OF AGREEMENT

between

St. X Church, _____, Florida

and

The Reverend John/Jane Doe

who has been elected Rector with the understanding that this tenure is to continue until dissolved by mutual consent or by arbitration and decision as provided by the relevant Canons of the Diocese of Central Florida and of the Episcopal Church.

PREAMBLE

The Rector shall lead St. X Church as pastor, priest and teacher, sharing in the councils of this diocese and of the whole Church, in communion with our Bishop. By word and action, informed at all times by the Holy Scriptures, the Book of Common Prayer, and the Constitution and Canons of the Episcopal Church and the Diocese of Central Florida, the Rector shall proclaim the Gospel, love and serve Christ's people, nourish them, and strengthen them to glorify God in this life and in the life to come.

Between the seventh and twelfth month of the Rector's tenure at St. X Church the Rector and Vestry agree to an initial review of their ministry together. This review shall include a reevaluation of the materials used in the search process, especially the Parish Profile and the Profile of the Rector as a way of clarifying expectations and establishing goals for the coming year. When completed, a summary of this review shall be forwarded to the Bishop of Central Florida.

SECTION A - TIMES OF WORK AND LEAVE

- (1) The Rector's work includes not only activities directed to the parish and its well-being, but **also labors on behalf of the Diocese and community**. In general, no more than three evenings per week are expected. The Rector is expected to preserve at least one continuous twenty-four hour period each week solely for personal and family use, preferably - whenever possible - two.
- (2) The Rector will have the following periods of leave at full compensation. Unused leave does not accrue monetary value and is not payable in money if not taken as leave.
 - (a) National Holidays, to be taken so as not to interfere with worship for major occasions.
 - (b) One month Annual Vacation, consisting of twenty-four workdays, which shall include four Sundays. Vacation time shall not be carried forward unless by written agreement with the Vestry prior to the end of each calendar year.
 - (c) Continuing Education Leave, at the rate of two weeks per year.
 - (d) Sabbatical Leave, generally after seven years of service, may be arranged between the Vestry and the Rector, insuring benefits for the Parish and the Rector and in accordance with Diocesan guidelines. Sabbatical leave ordinarily is between three and six months, during which time full compensation and benefits shall be continued. **\$ _____ will be set aside in a restricted fund for the Rector's use to fund his/her sabbatical.**

SECTION B – COMPENSATION & BENEFITS

- (1) The Rector's annual compensation package (including salary, housing allowance and Self-Employment Tax offset) will be \$_____, paid (monthly 12 payrolls, or twice monthly 24 annual payrolls, or every two weeks 26 annual payrolls), **to be reviewed and adjusted annually** taking into consideration the Consumer Price Index/Cost of Living Adjustment, performance and the parish budget. Upon the Rector's request, the Vestry will designate a portion of the total cash salary as "Housing Allowance" in compliance with applicable provisions of the Federal Internal Revenue Code.
- (2) The Vestry shall pay the following benefits:

- (a) Church Pension Fund assessment as required by canons which is 18% of the Rector's annual compensation package and health insurance adjustment paid by the parish for family coverage outlined in (b) below.
- (b) Health insurance (Diocesan Standard Plan) through the group plan provided through the Diocese. The parish shall pay 100% of the cost of the premium of the Rector's medical insurance and 85% of the additional premium for family level coverage in the form of a health insurance adjustment paid to the Rector.
- (c) 100% of the premiums for family level Basic Dental insurance through the Diocese.
- (d) Group Life and Accidental Death and Dismemberment Insurance through the Diocese, or equivalent to or better than the group plan provided through the Diocese.
- (e) Workers' Compensation Insurance, as required by Florida State Law.

SECTION C - EXPENSES

- (1) The Vestry shall pay the following expenses incurred by the Rector in fulfilling the duties of office:
- (2) Travel expenses including mileage at the published IRS rate, tolls, and parking under an accountable reimbursement plan not to exceed \$_____ annually, *[or a travel allowance of \$_____ per month, to be reviewed annually in terms of actual travel expenses]*.
- (3) Expenses for a cellular phone with voice, text and data plan not to exceed \$_____ annually.
- (4) The normal expenses of the church's office operation, such as telephone, postage, office equipment, supplies, secretarial services, etc.
- (5) An expense allowance (up to \$_____ annually) for reimbursement of expenses incurred in the course of professional activities on behalf of St. X Church.

SECTION D - DISCRETIONARY FUND

In accordance with the canons of the Episcopal Church, and diocesan guidelines a Discretionary Fund is to be established as a parish account but under the Rector's sole control equal to the undesignated offering received at the celebration of the Holy Eucharist on one Sunday in each calendar month, as well as gifts given to the Rector for the purposes of the Discretionary Fund.

SECTION E - SUPPLEMENTARY COMPENSATION

- (1) The Rector shall not charge fees for performing any rites of the Church (for example, baptisms, marriages, and funerals) for members of St. X Church.
- (2) The Rector may, however, receive income from other sources, such as:
 - (a) Sacramental services on behalf of persons not in any way related to St. X Church.
 - (b) Fees and honoraria for professional services performed on personal time for groups unrelated to St. X Church, or for sermons, books or articles published outside the parish.
- (3) *The Rector may engage in reserve military service or other income producing activities up to a total of _____ days per year, which shall not be counted against any leave time.*

SECTION F - USE OF BUILDINGS

In addition to use and control of the Church and Parish buildings for the discharge of duties of the Rector's office, as provided by canon law, the Rector shall have the right to grant use of the buildings to individuals or groups from outside the parish, following guidelines approved by both Rector and Vestry.

SECTION G - MUTUAL MINISTRY REVIEW

The Rector, Wardens and Vestry agree to an annual discussion and mutual review of the total ministry of the parish, in order to:

- Provide the Rector, Wardens and Vestry opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministry they share.
- Establish goals for the work of the parish for the coming year.
- Isolate areas of conflict or disappointment, which have not received adequate attention and may be adversely affecting mutual ministry.
- Clarify expectations of all parties to help put any future conflicts in manageable form.

A mutually agreed upon third party may be engaged to facilitate the mutual ministry review

process.

SECTION H - OTHER AGREEMENTS

- (1) The Rector agrees to comply with all risk management policies of the Diocese of Central Florida including a background check and training on issues of Sexual Misconduct.
- (2) The Rector agrees to participate for one year in the diocesan program for clergy in new cures called *Ministry, Leadership & Mission*.
- (3) St. X Church shall pay all moving and travel expenses incurred in making the move from _____ to _____. The Rector and Vestry shall mutually agree to the specific moving contract. The moving date shall be mutually agreed to.
- (4) The Rector shall begin duties in the parish not later than _____, unless delayed by adverse circumstances.
- (5) All pay and benefits shall become effective on _____.
- (6) This Letter of Agreement shall be made part of the minutes of the next Vestry meeting following its signing, and copies shall be given to each new Vestry member.
- (7) This letter may be revised by mutual agreement at the time of the annual mutual ministry review, except that compensation and expenses revisions shall be mutually agreed upon in a separate budget process.
- (8) If the Rector and Vestry are in disagreement concerning interpretation of this Letter of Agreement, either party may appeal for mediation to the Bishop of Central Florida or another mutually agreed upon third party, the Bishop remaining the final arbiter.

Date

Rector

Date

Senior Warden

Date

Approved: _____
Bishop

What Is Mutual Ministry Review?

❓ **A self-review of congregational leadership.**

❓ A Tool based on shared experiences.

❓ A planned annual review.

❓ **A process for healthy growing persons in churches.**

✧ A review that uses an outside consultant/facilitator.

❓❓❓❓ Method to develop consensus mission and goals.

❓ Way to receive constructive feedback for church leadership.

❓ Enables people to participate responsibly.

✧ Way to gather, *and* share specific examples and stories.

- Rick Bullock

Mutual Ministry Review _____ **Church**

0	1	2	3	4	5	6	
Don't	Strongly	Disagree	Sort of	Sort of	Agree	Agree	Strongly
Know	Disagree		Disagree				Agree

1. Our church is a vibrant place. _____
2. Our church is friendly. _____
3. Our church is very involved in this community. _____
4. People are spiritually "fed" in this parish. _____
5. I am overly involved in my parish. _____
6. I find it easy to support our Rector. _____
7. Our Rector is a good preacher. _____
8. Our Rector selects appropriate/interesting topic for his sermons. _____
9. Our Rector is an effective administrator. _____
10. Rector divides his time appropriately between his _____

responsibilities with the parish, diocese, and the community.

11. Our Rector is an effective teacher.

12. Our Rector is open to other points of view or suggestions.

13. Our Rector promotes lay ministry.

14. Our Rector insures that we are offered training for our various ministries.

15. Our Rector is easy to talk to.

16. Our Rector is a good pastor.

17. Our Rector fulfills his responsibilities.

18. Our Rector carries out his duties in a professional and timely manner.

19. I believe our Vestry provides capable leadership in the parish.

20. I believe our Vestry supports the leadership of the Rector.

21. Our Vestry eagerly seeks God's will in our deliberations.

22. We clearly have a shared ministry with the Rector and Vestry.

23. In my opinion the Rector's greatest strengths are:

24.

25. In my opinion the Rector's weaknesses are:

26. The Vestry's most effective contribution to the parish is:

27.

28. The Vestry is least effective in:

Characteristics of an **Excellent Stewardship Program**



1) Leadership (clergy, vestry, and stewardship ministry team) lead by example. They are committed to tithing as the minimum standard of giving. Commitment to tithing does not mean it is a requirement. It means we will try. It means leaders are working on the Three Steps to Tithing

- Become a First Fruits Giver
- Become a Percentage Giver
- Increase As You Are Able

2) Leaders, clergy and lay, understand the first rule of leadership: You can't sell soap if you don't take baths! This means they are willing to witness publicly to their own understanding and practice of stewardship, to the struggle

to live accordingly, and to invite members of the congregation to re-examine their own beliefs and practices as well.

- 3) Stewardship education focuses on the need of the giver to give, not the need of the church to receive.
- 4) Church leaders, lay and ordained, are committed to increasing the percentage of congregational income devoted to mission outside the congregation, and hold specific mission opportunities in front of the congregation.
- 5) Stewardship is a year-round ministry. There is a real Ministry Team charged with the responsibility for seeing that this is so. It is not called the Every Member Canvass Committee and that activity is only one of its responsibilities.
- 6) Members of the Stewardship Ministry Team pray often, individually and collectively.
- 7) Talking about money is expected. This does not mean it will not be difficult.
- 8) Telling the "story" is one of the program's primary tasks. It begins with God's story (inductive Bible study) and proceeds to the stories which come forth from the congregation.

- 9) The annual financial stewardship program always includes a training event and training always includes Bible study. Knowing what God in Hebrew Scripture and Jesus in the Gospels had to say about time, talent, and money is essential.
 - 10) The Stewardship Ministry Team meets monthly and includes a brief inductive Bible study as part of their meeting.
 - 11) The line item budget includes 3% of expected pledge income to be used to fund the stewardship program. Members who do the work will need to attend occasional training events. Materials outlining the mission and allocation of resources used to accomplish it will need to be produced and distributed. Celebrations will need to take place and be funded.
 - 12) The Stewardship Ministry Team has a plan. The best case scenario is that it is multi-year (three to five-year) plan which supports the plan developed by the Vestry and is directed towards achieving the mission/vision of the congregation.
 - 13) The Stewardship Ministry Team is intentional about its own discernment of new members. Membership of the Ministry Team changes somewhat each year.
 - 14) Training is for everyone. Continuing education for the Stewardship Ministry Team, Vestry and clergy is expected and is provided for in the stewardship budget.
 - 15) Stewardship is defined as “Using the gifts God has given us to do the work God is calling us to do.”
 - 16) Basic assumptions include the following:
 - a. Stewardship involves joyous acts of thanksgiving in response to all that God has given us.
 - b. Stewardship is about changing lives.
 - c. Stewardship programs are guided by grace, not guilt.
 - d. We are God’s stewards. What we do grows out of our relationship with Him.
 - e. Stewardship is fun.
 - f. If you’re not talking about Jesus,
 - g. it probably isn’t stewardship
-

St. Matthias Episcopal Church

2017 Vestry Covenant

We promise to:

1. Pray for each other, our clergy and staff, and our congregation.
2. Conduct Vestry meetings in a professional and organized fashion.
3. Listen to and consider the opinions of others with an open mind, even when we disagree.
4. Support the decisions of the Vestry, even when we personally disagree with them.
5. Attempt to achieve consensus with each other, whenever possible, while understanding that it may not always be possible to achieve.
6. Table heated debates for the following Vestry meeting.
7. Create a prioritized list of agenda items.
8. Be time-sensitive during Vestry meetings and strive to limit meetings with Compline to 1.5 hours.
9. Maintain transparency in our relationships with each other and the congregation, except where confidentiality is warranted by Church Canons, Parish Bylaws or Secular Law.
10. Be involved in the life and events of the Parish and to lead by example.
11. Support and encourage the ministry of the Rector and the work of St. Matthias staff.
12. Constantly strive to make all members of our Parish feel welcome and involved.
13. Refrain from engaging in gossip about each other or any member of the Parish.
14. Address any concerns we have with each other in a direct, constructive and polite fashion.
15. Consider any concerns addressed to us with an open mind.
16. Avoid perpetuating or acting upon anonymous reports or rumors.
17. Avoid triangulation and to encourage direct discourse between ourselves and members of the Parish.

****As approved by the Vestry of St. Matthias Episcopal Church on June 19, 2017****

St. Swithens in the Swamp Vestry Meeting

DRAFT AGENDA/Minutes

Date: Time

Almighty and ever living God, ruler of all things in heaven and earth, hear our prayers for this parish family. Strengthen the faithful, arouse the careless, and restore the penitent. Grant us all things necessary for our common life and bring us all to be of one heart and mind within your holy Church; through Jesus Christ our Lord. Amen.

2019	Joe Smith	Skip Jones	Karen Harris	Dee Campbell
2020	Charles Martinez	Gary Washington	Ann Parks	Susan David
2021	Jose Gonzalez	Mark Stokes	Mike Green	John Austin

Fr. Robert Rector

Deacon Sharon Townsend

Treasurer: Larry Smith-. (***BOLD** were present at the meeting*)

1	Brief 5-10 minute bible study/devotional/ tool for equipping the saints	
2	Rector appoints a process person- to keep track of length of discussion per item/ who spoke the most/least/ and shares any observations- brief report ½ way and at end.	
3	Top four hot topics, 1) Preferably what is an area of ministry that we do well that could be enhanced 2) There will likely be one area of ministry that deals with Building and grounds 3) What is something that is happening with our worship that could be improved 4) Is God calling us to start or stop some area of ministry	
4	Rector's Report- preferably in writing, by bulletin point- highlighting last month's activities or this month's plans	
5	Committee Reports- especially in any area of ministry that requires vesty action	
6	FYI- Items to share	
7	POSSIBLE Hot topics for next month- by title only	
8	Pastoral concerns in need of prayer (not violating any confidences or oversharing)	
9	Emailed out to Vestry the week before the meeting Profit and Loss (P & L for month and YTD) Balance Sheet (quarterly- Budget vs actual) Investment report Finance Committee + treasurer go over finance sheets and make text comments to highlight areas of rejoicing or concern- This should be a ½ page summary at most- note form, page number, line item by each comment from the finance committee)	

	I move that we accept the March 2019 Treasurer's reports (Attached) for audit. Moved by Jose 2nded by Mike Vote: unanimous	
10	I move that we accept the Minutes of 3/18/2019, as presented/amended. Moved by Karen 2nded by Susan Vote: Unanimous	
11	Next vestry meeting will be Monday, date/time	
12		
	Any items left undone from this or previous vestry meetings- Theses stay on the end of the vestry Minutes, until the Executive Committee** affirms that they are completed	
A	Joe said he was going to get a quote on cleaning out the gutters (Jan 2020 mtg)	
B	Christian Ed committee still needs teachers (1 st requested june, 2019)	
C	The sink is leaking in the womens bathroom in parish hall (Jan 2020 minutes)	
D	etc	
E		
F	** Executive committee is a group empowered to make decisions between meetings It is made up of the Rector, Jr and Sr. Warden, Treasurer, Secretary, any adjunct clergy. They are empowered to make decisions if and only if ALL of these criteria are met. <ol style="list-style-type: none"> 1) All must be physically present in one room for the discussion/decision 2) All must be in agreement and decision must be unanimous 3) Expense of the item/decision must not be more than \$5,000 4) Notification of the action/decision must go out to all vestry members within 24 hours of the decision being made 5) If any vestry person is unhappy with the decision, they notify the Senior warden within 24 hours, and the vestry will gather the next Sunday after the final service for discussion/debate. 	
	Minutes are taken on this form and are emailed to all vestry persons at the conclusion of the meeting. All financial reports and other reports are created in pdf and are sent as an attachment to the minutes. If there are any changes or corrections to the minutes, they will be sent to the SECRETARY WITHIN 7 DAYS OF THE MEETING. The Minutes will be attached at the end of next month's agenda!	

What Happened at St. Helen's

Scenario:

Mary Martin has been rector of St. Helen's Episcopal Church about two years. It's her first rectorate. She and the music director, George Johnson, decide to introduce a second hymnal for use in worship services. They currently use only the standard Episcopal hymnal and want to add more variety to the music by using a new, more contemporary hymnal as a supplement. Because St Helen's congregation is becoming more multi-cultural, Mary and George particularly like the music from other cultures which is included in the new hymnal.

At the next choir rehearsal, George circulates a copy of the proposed new hymnal to members and asks for comments. Most younger members are enthusiastic and eager to use it. Several older members express reservations and believe older members of the congregation may share their feelings. However, after discussion they agree to try the new hymnal on a trial basis and see how it's received by the congregation.

Excited, Mary and George meet with the church's Music and Liturgy Committee, show them the new hymnal, describe its virtues, and tell the committee that the choir has decided to use it as a supplement to the current hymnal. There is enough money in the music budget to buy copies for choir and worshippers. A couple of committee members are reluctant, but they agree to go along with the majority of the committee, which is willing to give the new hymnal a try.

Because she doesn't need Vestry approval to use previously budgeted music funds to buy the hymnals, Mary authorizes George to go ahead and place the order. At the next Vestry meeting, Mary passes around a copy of the new hymnal and happily announces its purchase and intended use. She says the hymnal has the full support of the choir and Music and Liturgy Committee. A younger member of the choir is also a Vestry member and shares his enthusiasm for the hymnal. After looking at it, members express responses ranging from very supportive to resistant. Long time parishioner Mrs. Skinner is more than resistant – she's indignant. "This is not Episcopal music! People like the old hymns. They're not going to want to sing all this stuff from other countries!" Mary explains that members of the congregation who came from those countries will welcome the music, and other members will enjoy learning it. A couple of Vestry members chime in to support Mrs. Skinner; others support Mary. A lively discussion ensues, but Mary has to break it off because of time constraints. "Well", she says, "it sounds like we don't have agreement about this, but let's go ahead and introduce the hymnal to the congregation and see how it goes." She moves the Vestry to its next agenda item.

In the parking lot afterwards, Mrs. Skinner and Vestry members who share her view are having what appears to be an intense conversation as Mary leaves. "Oh well", she thinks. "They'll get over it when they see how the congregation loves the new hymnal."

Epilogue

After the new hymnal was introduced to the congregation during Sunday worship, responses reflected the spectrum of those expressed by the choir, committee and Vestry. Some loved it;

some hated it; and some didn't comment. Mary, George and the hymnal's supporters believed the hymnal would be fully accepted as soon as worshippers became more familiar with the hymns. Toward that end, Mary and George increased the use of new hymns. Mrs. Skinner and her group became increasingly disgruntled and vocal. Mary overheard her say, "Our rector 15 years ago tried something like that, and he didn't last long." Mary said to herself, "Well, that was *then*."

Four months later, the tension in Sunday services at St Helen's is palpable. Some people don't partake of the Eucharist. Some long-time members refuse to use the new hymnal. Attendance of both long-time and newer members has dropped at both services. A member recently told Mary in confidence that Mrs. Skinner is telling people both George and she should leave because "they're splitting the congregation", and some members agree.

Vestry meetings have become tense and less productive. Members snap at each other over relatively unimportant matters and can't reach consensus. Anger toward other members is expressed, sometimes in hurtful ways. Mrs. Skinner has become more dogmatic and says, "See? I told you the new hymnal was a big mistake!" She barely speaks to Mary or George.

Choir morale is very low. Some members grumble, "I knew this wasn't going to work". Supporters of the new hymnal feel hurt and unappreciated by the congregation. George, an excellent musician with other job options, is seriously considering resigning. Mary is hurt, angry at Mrs. Skinner and her group, and baffled. "Where did all this awful behavior come from – this is just about a *hymnal*. What did I do wrong? Where's the Gospel in all this? "

Questions for Discussion

1. Based on your experience, what familiar elements of church conflict do you recognize in this story?
2. Review descriptions of the Conflict Levels. What level is the conflict described in the Epilogue? Why?
3. What were some of the causes of the conflict's escalation? (Remember the causes of conflict described in Conflict Module I, as well.)
4. What might Mary, George, and members of the choir, committee and vestry each have done differently to achieve a more positive outcome?
5. What should the Rector and other congregational leaders do now?

Questions:

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